 **All Saints Church School**

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| 1st June Cleaning Action Plan |
| **Questions** | **What needs to be done?** |
| How will we clean the school? | See risk assessment. (details below as well) |
| How will we maintain cleaning material stocks? | Resource Audit (as of 27.5.20)

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| Resource  | Current stock | Potential duration |
| Hand towels toilets | 20 x 3600 | 2 x weeks? Unsure exactly until children return |
| Paper towels/Blue roll wiping surfaces  | 20 x 3600 | 2 x weeks? Unsure exactly until children return |
| Anti Bac Soap (pump) | 6 x 5 litres | 2 weeks |
| Hand Sanitizer  | 6 x 5 litres  | 3 weeks |
| Surface sprays:Tables etcPurple | Classroom stock More currently on order |  |
| Surface wipes | 30 x 200 | 2 – 3 weeks |
| Nitrile Gloves | 4 boxes | 2 – 4 weeks |
| Tissues | 44 boxes | 3-4 weeks |
| Black Bin Bags | 350 | 5 – 6 weeks |
| Aprons  | 50 – 100More on order | 1 ½ week stock currently until order arrives |

 Stock discussed weekly between caretakers and KS.   |

**Cleaning rota**

Caretakers (2) will continue to the clean the school throughout the school day as they already have been and work additional hours throughout the day to maintain robust cleaning routines.

Resources that are difficult to clean should be removed or covered to show they are not in use. (All un-necessary furniture has been removed from classrooms and stored in a hired storage unit).

All Soft toys have been removed.

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| **When?** | **What?** | **By whom?**  | **With what?** | **PPE?** |
| 9am | Door handles on external doors Light switches if in use.  Taps in classroom  | CaretakersCaretakerscaretakers | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
| 9am | Staffroom surfaces  | Caretakers | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 10am | Door handles on external doors and internal doorsLight switches if in use.  Taps in classrooms | CaretakersCaretakerscaretakers | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
| 10.15 (snack time) | Tables cleaned prior to snack**And** following snackPlay equipment used outside  | Teacher / bubble leaderAdults in bubbles and children | Pink spray cleaner with anti bacAnti-bac wipes | Hands washed after paper towels put in bin and cleaning has been completed |
| 11am | Staffroom surfaces | Caretakers | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 11am | Door handles on external doors Light switches if in use.  Taps in classroom  | CaretakersCaretakerscaretaker | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
| 11am (after break) | All toilets | Caretakers | Warrier toilet cleaner | To be worn |
| Prepare for lunch | Classroom tables to be cleaned prior to lunch | Teacher / bubble leader | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 12pm | Door handles on external doors Light switches if in use.  Taps in classroom  | CaretakersCaretakerscaretakers | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
|  | Staffroom surfaces | Caretakers | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 1pm / when bubble lunch is finished | Classroom tables to be cleaned after lunch has been eatenPlay equipment | Teacher / bubble leader | Pink spray cleaner with anti bac | Hands washed after paper towels put in bin and cleaning has been completed |
| 1pm | All toilets | Caretakers | Warrier toilet cleaner | To be worn |
| 1pm | Door handles on external doors Light switches if in use.  Taps in classroom  | CaretakersCaretakerscaretakers | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
| 2pm | Door handles on external doors Light switches if in use.  Taps in classroom  | CaretakersCaretakerscaretakers | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
| End of school day | Door handles on external doors Light switches if in use.  Taps in classroom  | CaretakersCaretakerscaretakers | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
| All toilets | caretakers | Warrier toilet cleaner | To be worn |
| TablesChairsChildren’s work stationsPhotocopiers | CaretakersCaretakerscaretakers | Eliminator Max Eliminator MaxEliminator Max | To be wornTo be wornTo be worn |
| Staffroom surfaces | caretakers | Eliminator Max  | To be worn |
| Check refills of hand sanitizerTissuesPaper towels | Caretakers |  |  |

**Teachers / bubble leaders need:**

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| **On gojng throughout the day in classroom areas: at a minimum**  | **What?** | **By whom?**  | **With what?** |
| 9am10 am12pmEnd of day | Computer keyboard and mouseWhiteboard remote | Class teacher / bubble leader | Anti bac wipes |
| 9am10am12pmEnd of day | Interactive Whiteboard | Class teacher / bubble leader | Anti bac wipes |
| 9amEnd of the day | Teacher workstation | Class teacher / bubble leader | Anti bac wipes |
| After each use | Individual PE equipment | Class teacher / bubble leader | Anti bac wipes |
| After each use | photocopiers | Staff member who uses | Anti bac wipes |
| After each use | thermometer | Staff member who uses | Anti bac wipes |
| After each bubble has finished using | EYFS outdoor equipment | EYFS bubble staff | Anti bac wipes |
| 9amEnd of day | Chromebooks | Staff member in key worker bubble | Anti bac wipes |

**Office staff need:**

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| **On gojng throughout the day in classroom areas: at a minimum** | **What?** | **By whom?**  | **With what?** |
| 9am10 am12pmEnd of day | Computer keyboard and mouse | Office staff | Anti bac wipes |
| 9amEnd of day | Telephones on individual work stations | Office staff | Anti bac wipes |
| 9amEnd of day | Work station | Office staff | Anti bac wipes |
| After each use | photocopiers | Staff member who uses | Anti bac wipes |